UNITED
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Secretariat

ST/SGB/1997/6
15 September 1997

SECRETARY GENERAL'S BULLETIN

ORGANIZATION OF THE DEPARTMENT OF GENERAL
ASSEMBLY AFFAIRS AND CONFERENCE SERVICES

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Department of General Assembly Affairs and Conference Services, promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2

Functions and organization

2.1 The Department of General Assembly Affairs and Conference Services:

(a) Provides technical and secretariat support services to the General Assembly, its General Committee and Main Committees and various subsidiary organs;

(b) Provides technical and secretariat support services to the Economic and Social Council and most of its subsidiary bodies, and ad hoc bodies and special conferences dealing with economic, social and related matters;

(c) Provides meeting and documentation services to all intergovernmental organs and expert bodies meeting at Headquarters, and in other locations for which it is responsible, as well as other translation and publishing services;

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(d) Provides advice to the Secretary-General and to Secretariat Departments and Offices on matters relating to the work of the bodies it services;

(e) Prepares studies on relevant articles of the Charter for the Repertory of Practice of United Nations Organs.

2.2 The Department is divided into organizational units as described in the present bulletin.

2.3 The Department is headed by the Under-Secretary-General for General Assembly Affairs and Conference Services. The Under-Secretary-General, the Assistant Secretary-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

Under-Secretary-General for General Assembly Affairs and Conference Services

3.1 The Under-Secretary-General for General Assembly Affairs and Conference Services is accountable to the Secretary-General.

3.2 The Under-Secretary-General is responsible for all the activities of the Department, as well as its administration, and represents the Secretary-General in meetings related to the functions of the Department and in intergovernmental organs and expert bodies as required.

3.3 The Under-Secretary-General is also responsible for directing the development of conference-servicing policies, procedures and practices for the United Nations worldwide, and coordinating their provision and the allocation of resources therefor.

3.4 The Under-Secretary-General chairs the Inter-Agency Meeting on Language Arrangements, Documentation and Publications.

Section 4

Assistant Secretary-General, Deputy to the Under-Secretary-General for General Assembly Affairs and Conference Services

The Assistant Secretary-General is accountable to the Under-Secretary-General and has the following functions:

(a) Assisting the Under-Secretary-General as Deputy in the performance of his/her functions;

(b) Acting as the Officer-in-Charge of the Department during the absence of the Under-Secretary-General;

(c) Producing some of the planned outputs of the Department.

Section 5

Office of the Under-Secretary-General and the Assistant Secretary-General

5.1 The Office of the Under-Secretary-General and Assistant Secretary-General is headed by a Chief who is accountable to the Under-Secretary-General.

5.2 The Office supports the Under-Secretary-General and the Assistant Secretary-General in the discharge of the responsibilities of their posts. It provides assistance in the development of management strategies and policies and is responsible for preparing the programme of work, monitoring programme implementation as well as coordinating programme evaluations. The Office provides overall coordination in the preparation and revision of the departmental inputs to the medium-term plan and programme budget. It also provides coordination in the Department's continuous efforts to develop and implement efficiency measures.

Section 6

Central Planning and Coordination Service

6.1 The Central Planning and Coordination Service is headed by a Chief who is accountable to the Under-Secretary-General.

6.2 The core functions of the Service are as follows:

(a) Developing and coordinating the biennial calendar of conferences and meetings of the United Nations; and planning and servicing meetings at Headquarters and coordinating the servicing of meetings at other locations;

(b) Planning and monitoring the production schedule for documentation at Headquarters in accordance with the requirements of meetings, and ensuring compliance with instructions and guidelines on control and limitation of documentation;

(c) Maintaining statistical records of conference-servicing activities;

(d) Providing substantive and technical secretariat services for the Committee on Conferences;

(e) Providing secretariat services for the Inter-Agency Meeting on Language Arrangements, Documentation and Publications.

Section 7

Division of General Assembly and Economic and Social Council Affairs

7.1 The Division of General Assembly and Economic and Social Council Affairs is headed by a Director who is accountable to the Under-Secretary-General.

7.2 The core functions of the Division are as follows:

(a) Providing secretariat services to meetings of the General Assembly, its General Committee and its First, Second, Third and Fourth Committees, as well as various subsidiary bodies;

(b) Providing secretariat services to the Economic and Social Council and most of its subsidiary bodies, and ad hoc bodies and special conferences dealing with economic, social and related subjects;

(c) Providing secretariat services to the Trusteeship Council;

(d) Planning and organizing activities and services related to sessions of the organs and bodies mentioned above;

(e) Providing assistance to the President of the General Assembly, the President of the Economic and Social Council, the President of the Trusteeship Council and the presiding officers of the other bodies mentioned above in all matters relating to the conduct of their work;

(f) Advising delegations and Secretariat units and officials on the work of these organs and bodies, and regularly providing analytical briefs to the Secretary-General on major developments in the deliberations of these bodies;

(g) Providing secretariat services to the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples.

Section 8

Translation and Editorial Division

8.1 The Translation and Editorial Division is headed by a Director who is accountable to the Under-Secretary-General.

8.2 The core functions of the Division are as follows:

(a) Translating all official United Nations documents, meeting records, publications and correspondence at Headquarters from and into Arabic, Chinese, English, French, Russian and Spanish;

(b) Translating selected materials into German;

(c) Arranging for contractual translation and text-processing where appropriate and cost-effective;

(d) Editing drafts of parliamentary documents, and editing and preparing for reproduction the official records of meetings and sessions;

(e) Issuing drafting and editorial guidelines for the Secretariat;

(f) Providing reference and terminology services for authors, drafters, editors, interpreters, translators and verbatim reporters.

Section 9

Interpretation, Meetings and Publishing Division

9.1 The Interpretation, Meetings and Publishing Division is headed by a Director who is accountable to the Under-Secretary-General.

9.2 The core functions of the Division are as follows:

(a) Providing interpretation services from and into Arabic, Chinese, English, French, Russian and Spanish for meetings held at Headquarters and those at other locations which the Department is responsible for servicing;

(b) Preparing verbatim records of meetings of the General Assembly, the Security Council and other bodies entitled to them;

(c) Preparing documents and other materials for printing using text-processing or desktop publishing methods;

(d) Printing and binding documents, publications and other materials;

(e) Distributing and storing documents, publications and other materials, and managing the archiving of such material on the optical disk system and its retrieval from it;

(f) Processing and dispatching official correspondence.

Section 10

Executive Office

10.1 The Executive Office is headed by an Executive Officer who is accountable to the Under-Secretary-General.

10.2 The core functions of the Executive Office are set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5.

10.3 An information management and technology function is assigned to the Executive Office.

Section 11

Final provisions

11.1 The present bulletin shall enter into force on 15 September 1997.

11.2 Secretary-General's bulletin of 1 May 1983, entitled "A description of the functions and organization of the Department of Conference Services" (ST/SGB/Organization, Section Q/Rev.2), is hereby abolished.

(Signed) Kofi A. ANNAN
Secretary-General

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ST/SGB/1997/7
15 September 1997

SECRETARY-GENERAL'S BULLETIN

ORGANIZATION OF THE DEPARTMENT OF POLITICAL AFFAIRS

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Department of Political Affairs, promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2

Functions and organization

2.1 The Department of Political Affairs:

(a) Provides advice and support to the Secretary-General in the discharge of his global responsibilities related to the prevention, control and resolution of conflicts, including post-conflict peace-building, in accordance with the relevant provisions of the Charter of the United Nations and under the mandates given to him by the General Assembly and the Security Council. The Department is the focal point within the United Nations for post-conflict peace-building;

(b) Provides the Secretary-General with advice and support in the political aspects of his relations with Member States and other intergovernmental organizations, especially regional organizations with which the United Nations cooperates, including under Chapter VIII of the Charter, through the drafting of correspondence, the provision of briefing materials for his meetings with their representatives and taking the record of such meetings;

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(c) Provides the Secretary-General with advice and support on electoral assistance matters and ensures appropriate consideration of and response to Member States' requests for such assistance. The Under-Secretary-General for Political Affairs is the focal point for United Nations electoral assistance activities;

(d) Provides substantive support and secretariat services to the Security Council and its subsidiary bodies as well as to the Committee on the Exercise of the Inalienable Rights of the Palestinian People.

2.2 The Department is divided into organizational units, as described in the present bulletin.

2.3 The Department is headed by the Under-Secretary-General for Political Affairs. The Under-Secretary-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

Under-Secretary-General for Political Affairs

3.1 The Under-Secretary-General for Political Affairs is accountable to the Secretary-General.

3.2 The Under-Secretary-General is responsible for all the activities of the Department of Political Affairs, as well as its administration; provides the Secretary-General with advice and support on all political matters; provides political guidance and instructions to special envoys/representatives of the Secretary-General and other field representatives as appropriate; directs and manages, on behalf of the Secretary-General, goodwill, fact-finding and other special political missions; undertakes, on behalf of the Secretary-General, diplomatic activities relating to the prevention, control and resolution of disputes, including post-conflict peace-building; convenes and chairs the Executive Committee on Peace and Security; acts as the focal point in the Secretariat for all matters related to electoral assistance; and directs, through two Assistant Secretaries-General, the provision of substantive support and secretariat services to the Security Council and its subsidiary organs as well as to the Committee on the Exercise of the Inalienable Rights of the Palestinian People.

Section 4

Office of the Under-Secretary-General

4.1 The Office of the Under-Secretary-General is headed by a Chief who is accountable to the Under-Secretary-General.

4.2 The core functions of the Office are as follows:

(a) Monitoring the implementation of the work plan of the Department;

(b) Advising the Under-Secretary-General on departmental policies and guidelines and dealing with specific policy and management issues/problems;

(c) Preparing reports and notes on political and managerial issues for consideration by the Under-Secretary-General;

(d) Acting as a focal point for information on all aspects of the work of the Department;

(e) Coordinating interdepartmental activities and undertaking the necessary follow-up;

(f) Consulting, negotiating and coordinating with other departments, offices, funds and programmes on matters of mutual concern;

(g) Representing or arranging for representation of the Department at appropriate meetings;

(h) Overseeing the activities of the Executive Office and of the various departmental teams or working groups established under the authority of the Under-Secretary-General.

Section 5

Assistant Secretaries-General

The Under-Secretary-General for Political Affairs, in the performance of his activities, is assisted by two Assistant Secretaries-General supervising work related to the prevention, control and resolution of conflicts, including post-conflict peace-building, and to the Committee on the Exercise of the Inalienable Rights of the Palestinian People, as well as to the Security Council and its subsidiary organs. The Assistant Secretaries-General are accountable to the Under-Secretary-General.

Section 6

Regional divisions

6.1 There are four regional divisions: two for Africa, one for Asia and one for the Americas and Europe. Each regional division is headed by a Director who is accountable to the Under-Secretary-General through one of the Assistant Secretaries-General.

6.2 The core functions of the divisions are as follows:

(a) Identifying potential crisis areas and providing early warning to the Secretary-General on developments and situations affecting international peace and security;

(b) Planning and participating in fact-finding, peacemaking and other missions to areas of actual or potential conflicts where the Secretary-General's preventive and peacemaking efforts may be needed or are already engaged;

(c) Providing political guidance and support to special representatives and other senior officials appointed by the Secretary-General to assist his preventive diplomacy, peacemaking and peacekeeping efforts;

(d) Advising the Secretary-General in giving overall political direction to post-conflict peace-building efforts and, to that end, providing guidance to United Nations programmes, funds and agencies;

(e) Preparing for the Secretary-General and his senior officials analytical briefs and in-depth studies, focused on emerging trends bearing on peace and security, with advice and/or recommendations, where appropriate, for possible action by the Organization;

(f) Contributing to activities of the United Nations system on issues of governance and democratization;

(g) Preparing briefing notes, background papers, and talking points for the Secretary-General's meetings with representatives of Member States;

(h) Providing substantive support to the Trusteeship Council and subsidiary organs of the General Assembly, including the Special Political and Decolonization Committee (the Fourth Committee) and the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples;

(i) Preparing reports of the Secretary-General to the General Assembly and the Security Council;

(j) Maintaining and developing cooperation with the secretariats of regional organizations and arrangements through joint meetings, consultations, liaison and attendance at meetings held by them;

(k) Liaising, consulting and negotiating with Member States at Headquarters or in their capitals;

(l) Maintaining and expanding links with other United Nations departments and offices and other relevant institutes and experts;

(m) Maintaining contacts with non-governmental organizations and academic institutions worldwide and participating in seminars and academic meetings relating to the mandate of the Department.

Section 7

Electoral Assistance Division

7.1 The Electoral Assistance Division is headed by a Director who is accountable to the Under-Secretary-General.

7.2 The core functions of the Division are as follows:

(a) Advising and assisting the Under-Secretary-General in his capacity as the focal point for United Nations electoral assistance activities;

(b) Reviewing requests for electoral assistance programmes and advising on their implementation;

(c) Coordinating and channelling to the appropriate agencies requests from Member States for electoral assistance;

(d) Coordinating and providing support to the activities of other international observers;

(e) Undertaking needs-assessment missions to determine the specific needs of a country requesting such assistance;

(f) Establishing an institutional memory to ensure consistency in the assistance rendered to Member States organizing elections;

(g) Developing and maintaining a roster of international experts who could provide technical assistance, as well as assistance in the verification of electoral processes;

(h) Maintaining contact with regional and other intergovernmental organizations to ensure appropriate working arrangements with them;

(i) Developing regional networks of electoral organizations as instruments for coordination of activities and for exchange of expertise at the regional level;

(j) Preparing the report of the Secretary-General to the General Assembly on the activities of the United Nations to enhance the effectiveness of the principle of periodic and genuine elections.

Section 8

Division for Palestinian Rights

8.1 The Division for Palestinian Rights is headed by a Chief who is accountable to the Under-Secretary-General through one of the Assistant Secretaries-General.

8.2 The core functions of the Division for Palestinian Rights are as follows:

(a) Providing substantive support and secretariat services for the Committee on the Exercise of the Inalienable Rights of the Palestinian People, its Working Group and its Bureau;

(b) Assisting the Committee in the exercise of its mandate and the promotion and implementation of its recommendations;

(c) Planning, organizing and servicing the Committee's programme of regional seminars, symposia and international meetings of non-governmental organizations, as well as consulting and liaising with such organizations active on the issue;

(d) Organizing the annual commemoration of the International Day of Solidarity with the Palestinian People;

(e) Preparing studies and publications relating to the question of Palestine and the inalienable rights of the Palestinian people;

(f) Promoting publicity for such studies and publications, in cooperation with the Office of Communications and Public Information;

(g) Establishing and continuing to develop a computer-based information system on the question of Palestine (UNISPAL).

Section 9

Security Council Affairs Division

9.1 The Security Council Affairs Division is headed by a Director who is accountable to the Under-Secretary-General through one of the Assistant Secretaries-General.

9.2 The Division consists of four organizational units, namely, the Security Council Secretariat Branch, the Security Council Subsidiary Organs Branch, the Security Council Practices and Charter Research Branch, and the Military Staff Committee Secretariat. Each Branch is headed by a Chief who is accountable to the Director.

9.3 The core functions of the Security Council Secretariat Branch are as follows:

(a) Providing substantive support and secretariat services to the work of the Council, including formal meetings, the standing subsidiary organs of the Council dealing with matters of procedure, informal consultations and informal working groups;

(b) Maintaining necessary liaison with the members and non-members of the Council, other departments and offices in the Secretariat, as well as with organs and organizations of the United Nations system;

(c) Preparing the daily summaries of the Council's activities for the Secretary-General;

(d) Preparing the annual report of the Security Council to the General Assembly;

(e) Processing and issuing the Secretary-General's reports and communications received from the Secretary-General or Member and non-Member States as Council documents;

(f) Handling and periodically issuing a list of official correspondence and communications received from non-governmental organizations and individuals relating to matters of which the Security Council is seized and in accordance with the appendix to the provisional rules of procedure of the Security Council.

9.4 The core functions of the Security Council Subsidiary Organs Branch are as follows:

(a) Providing substantive support and secretariat services to the subsidiary organs of the Security Council, including the Sanctions Committees;

(b) Drafting reports of subsidiary organs to the Security Council as required;

(c) Preparing analyses and assessments of questions relating to the work of the Security Council or the subsidiary organs, as requested;

(d) Monitoring developments in the area of sanctions, including those relating to Article 50 of the Charter;

(e) Maintaining liaison with delegations and with other organizations of the United Nations system;

(f) Providing contributions to other departments/offices on issues related to the work of relevant subsidiary organs of the Security Council;

(g) Processing communications and applications received from States and organizations in connection with matters falling within the purview of the subsidiary organ concerned;

(h) Preparing studies on relevant articles of the Charter for the Repertory of Practice of United Nations Organs.

9.5 The core functions of the Security Council Practices and Charter Research Branch are as follows:

(a) Preparing analytical studies on the interpretation and application of the Charter of the United Nations and the provisional rules of procedure of the Security Council;

(b) Preparing the Répertoire of the Practice of the Security Council;

(c) Cooperating with the Office of Legal Affairs regarding the publication of the Repertory of Practice of United Nations Organs and contributing studies on the articles relative to international peace and security thereto;

(d) Undertaking studies on the provisional rules of procedures of the Security Council for the President and members of the Council, as well as for the Secretariat, as required.

9.6 The core functions of the Military Staff Committee Secretariat are as follows:

(a) Providing secretariat support and advice to the Military Staff Committee in the preparation for, conduct of and action arising from, the Committee's meetings;

(b) Preparing studies on relevant articles of the Charter for the Repertory of Practice of United Nations Organs.

Section 10

Executive Office

10.1 The Executive Office is headed by an Executive Officer who is accountable to the Under-Secretary-General through the Chief of the Office of the Under-Secretary-General.

10.2 The core functions of the Office are set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5.

Section 11

Final provisions

11.1 The present bulletin shall enter into force on 15 September 1997.

11.2 Secretary-General's bulletin of 15 February 1996, entitled "A description of the functions and organization of the Department of Political Affairs" (ST/SGB/Organization, Section: DPA), is hereby abolished. The provisions in that bulletin on the Centre for Disarmament Affairs shall, however, apply until a decision is taken on the establishment of a Department of Disarmament and Arms Regulation.

(Signed) Kofi A. ANNAN
Secretary-General

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ST/SGB/1997/8
15 September 1997

SECRETARY-GENERAL'S BULLETIN

ORGANIZATION OF THE OFFICE OF LEGAL AFFAIRS

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Office of Legal Affairs,[1] promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2

Functions and organization

2.1 The Office of Legal Affairs is the central legal service of the Organization and provides legal advice to the Secretary-General, Secretariat departments and offices and United Nations organs in the field of public and private law; represents the Secretary-General in legal conferences and in judicial proceedings; performs substantive and secretariat functions for legal organs involved in public international law, the law of the sea and international trade law; and performs the functions conferred on the Secretary-General in Article 102 of the Charter of the United Nations.

2.2 The Office is divided into organizational units, as described in the present bulletin.

[1] The Office of Legal Affairs was established by the General Assembly in its resolution 13 (I) of 13 February 1946 as the central legal service for the Secretary-General and his Secretariat and United Nations organs.

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2.3 The Office is headed by the Under-Secretary-General for Legal Affairs, the Legal Counsel. The Legal Counsel and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

Under-Secretary-General for Legal Affairs, the Legal Counsel

3.1 The Under-Secretary-General for Legal Affairs, the Legal Counsel, is accountable to the Secretary-General.

3.2 The Legal Counsel is responsible for all the activities of the Office of Legal Affairs, as well as its administration; represents the Secretary-General at meetings and conferences of a legal nature; represents the Secretary-General in judicial and arbitral proceedings; certifies legal instruments issued on behalf of the United Nations; and convenes meetings of the legal advisers of the United Nations system and represents the United Nations at such meetings.

Section 4

Office of the Legal Counsel

4.1 The Office of the Legal Counsel is headed by a Deputy to the Under-Secretary-General who is accountable to the Legal Counsel.

4.2 The core functions of the Office of the Legal Counsel are as follows:

(a) Assisting the Legal Counsel in the overall direction and management of the Office of Legal Affairs and in the coordination of legal advice and services to the United Nations as a whole;

(b) Preparing legal opinions, studies and advice on the interpretation of the Charter and on the interpretation and drafting of rules of international public law, including international criminal and humanitarian law, United Nations resolutions and regulations and the Convention on the Privileges and Immunities of the United Nations, as well as preparing agreements and other legal instruments regulating relations of the United Nations with Member States, intergovernmental organizations, non-governmental organizations and other legal entities;

(c) Preparing legal arrangements for and providing advice on legal aspects of peacekeeping and other United Nations operations and activities;

(d) Preparing draft rules of procedure and advising United Nations organs and conferences on the conduct of business;

(e) Providing secretariat services to the Committee on Relations with the Host Country and dealing with questions arising out of the Headquarters Agreement with the United States of America and other host Governments;

(f) Maintaining liaison with the International Court of Justice and discharging the legal responsibilities of the Secretary-General under the Statute of the Court;

(g) Advising on questions relating to the credentials of permanent representatives to the United Nations and representatives on United Nations organs, and providing secretariat services to the Credentials Committee;

(h) Preparing studies on relevant Articles of the Charter for the Repertory of Practice of United Nations Organs.

Section 5

General Legal Division

5.1 The General Legal Division is headed by a Director who is accountable to the Legal Counsel.

5.2 The core functions of the Division are as follows:

(a) Preparing legal opinions, studies and advice on the administrative law of the Organization, on international private law and on United Nations resolutions and regulations dealing with such matters;

(b) Providing legal advice to the United Nations voluntary programmes and funds in connection with operational activities in the economic and social fields, including the interpretation of their mandates, regulations and rules and the preparation and negotiation of standard instruments;

(c) Providing legal advice on procurement, the drafting and negotiation of contracts and other commercial matters, as well as claims and disputes involving operational activities of the Organization, its organs and voluntary programmes and funds;

(d) Providing legal advice on the legislative and operational arrangements governing the staffing, supply and provisioning of peacekeeping, observer and humanitarian missions, as well as claims arising therefrom;

(e) Representing the Secretary-General before the United Nations Administrative Tribunal and other bodies in commercial and other disputes relating to matters upon which the Division provides advice;

(f) Preparing studies on relevant Articles of the Charter for the Repertory of Practice of United Nations Organs.

Section 6

Codification Division

6.1 The Codification Division is headed by a Director who is accountable to the Legal Counsel.

6.2 The core functions of the Division are as follows:

(a) Assisting and providing secretariat and legal research services to the Sixth Committee of the General Assembly, the International Law Commission, the Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization and other organs of the United Nations, including diplomatic conferences, in the codification and development of international law;

(b) Preparing analytical papers, background studies and drafts of international conventions and agreements;

(c) Preparing, reviewing and coordinating studies for the Repertory of Practice of United Nations Organs;

(d) Preparing publications and disseminating information on international law;

(e) Organizing seminars and training programmes.

Section 7

Division of Ocean Affairs and the Law of the Sea

7.1 The Division of Ocean Affairs and the Law of the Sea is headed by a Director who is accountable to the Legal Counsel.

7.2 The core functions of the Division are as follows:

(a) Providing advice, studies, assistance and research on the implementation of the United Nations Convention on the Law of the Sea, on issues of a general nature and on specific developments relating to the research and legal regime for the oceans;

(b) Providing substantive servicing to the General Assembly on the law of the sea and ocean affairs, to the Meeting of States Parties to the Convention and to the Commission on the Limits of the Continental Shelf;

(c) Providing support to the organizations of the United Nations system to facilitate consistency with the Convention of the instruments and programmes in their respective areas of competence;

(d) Discharging the responsibilities, other than depositary functions, of the Secretary-General under the Convention;

(e) Conducting monitoring and research activities and maintaining a comprehensive information system and research library on the Convention and on the law of the sea and ocean affairs;

(f) Providing training and fellowship and technical assistance in the field of the law of the sea and ocean affairs;

(g) Preparing studies on relevant Articles of the Charter for the Repertory of Practice of United Nations Organs.

Section 8

International Trade Law Branch

8.1 The International Trade Law Branch is headed by a Chief who is accountable to the Legal Counsel.

8.2 The core functions of the Branch are as follows:

(a) Providing secretariat and legal research services to the United Nations Commission on International Trade Law and its subsidiary bodies;

(b) Assisting United Nations organs, bodies and conferences in matters relating to international trade law;

(c) Collecting and disseminating information on the law of international trade;

(d) Providing substantive support to technical cooperation activities and training and assistance involving international trade law;

(e) Preparing studies on relevant Articles of the Charter for the Repertory of Practice of United Nations Organs.

Section 9

Treaty Section

9.1 The Treaty Section is headed by a Chief who is accountable to the Legal Counsel.

9.2 The core functions of the Section are as follows:

(a) Analysing, registering, filing, recording and publishing treaties and other international agreements pursuant to Article 102 of the Charter;

(b) Discharging the Secretary-General's depositary functions under multilateral treaties;

(c) Issuing publications pursuant to Article 102 of the Charter and the related General Assembly Regulations, developing and maintaining an electronic

database and information system to facilitate access to treaty information and providing advice and information on treaty law and related matters;

(d) Collaborating in the drafting of formal clauses of treaties and agreements concluded under the auspices of the United Nations;

(e) Preparing studies on relevant Articles of the Charter for the Repertory of Practice of United Nations Organs.

Section 10

Secretariat of the United Nations Administrative Tribunal

The secretariat of the United Nations Administrative Tribunal is headed by the Executive Secretary, who performs legal and secretariat services for the Tribunal and who is accountable to the President of the Tribunal for all substantive matters and to the Legal Counsel for matters of administration not dealing with the substantive functions of the Tribunal.

Section 11

Executive Office

11.1 The Executive Office is headed by an Executive Officer who is accountable to the Legal Counsel.

11.2 The core functions of the Office are set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5.

Section 12

Final provisions

12.1 The present bulletin shall enter into force on 15 September 1997.

12.2 Secretary-General's bulletin of 14 November 1994, entitled "Functions and organization of the Office of Legal Affairs" (ST/SGB/Organization, Section: OLA/Rev.1), is hereby abolished.

(Signed) Kofi A. ANNAN
Secretary-General

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ST/SGB/1997/9
15 September 1997

SECRETARY-GENERAL'S BULLETIN

ORGANIZATION OF THE DEPARTMENT OF ECONOMIC
AND SOCIAL AFFAIRS

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Department of Economic and Social Affairs, promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2

Functions and organization

2.1 The Department of Economic and Social Affairs:

(a) Provides advice and support to the Secretary-General in the discharge of his or her global responsibilities relating to economic and social issues;

(b) Provides substantive support to the standing and ad hoc intergovernmental processes in the economic, social and related fields, in particular, the Second and Third Committees of the General Assembly, the Economic and Social Council, and related subsidiary machinery;

(c) Assists Member States in providing, through the General Assembly, the Economic and Social Council and their relevant subsidiary bodies, a coordinated framework for promoting and monitoring, as appropriate, the implementation of agreed plans, strategies, programmes or platforms of action, including

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coordinated follow-up to United Nations conferences and special sessions of the General Assembly in the economic, social and related fields;

(d) Supports the coordination functions of central intergovernmental bodies and assists the Secretary-General in enhancing policy coherence and coordination both within the United Nations and among organizations of the United Nations system;

(e) Monitors, analyses and assesses, from a global as well as a gender perspective, economic and social policies and trends, including population trends; elaborates projections and identifies new and emerging issues, including peace and development linkages that require attention by the international community; compiles and disseminates analytical data, statistics and economic and social indicators with a view to facilitating the formulation and monitoring of development strategies and goals at the international, regional and national levels;

(f) Provides the Secretary-General with advice and support with regard to the mainstreaming of gender concerns into all policies and programmes and, in particular, the activities listed in section 2.1 (e) above; promotes human rights of relevance to women; and assists the Secretary-General in designing policies and strategies to achieve targets set in the strategic plan of action for the improvement of the status of women in the Secretariat (1995-2000);

(g) Supports, through the provision on request of policy advisory services, the efforts of the developing countries and countries with economies in transition to strengthen national capacities, in particular in relation to translating international agreements in the economic and social fields into strategies and programmes at the country level, with special emphasis on development problems in Africa, small island developing States and the least developed countries;

(h) Identifies emerging development issues and promotes the sharing of development expertise and best practices at the national level as well as regionally and globally, in particular through South-South cooperation; and feeds back the lessons learned and experiences gained at the country level into the global economic, social and related policy development processes;

(i) Promotes dialogue and develops cooperative relations with non-governmental organizations and major groups in civil society, including through enhanced information flows on matters of mutual concern, with a view to furthering the objectives of the United Nations in the economic, social and related fields.

2.2 The Department is divided into organizational units, as described in the present bulletin.

2.3 The Department is headed by the Under-Secretary-General for Economic and Social Affairs. The Under-Secretary-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

Under-Secretary-General for Economic and Social Affairs

3.1 The Under-Secretary-General for Economic and Social Affairs is accountable to the Secretary-General.

3.2 The Under-Secretary-General is responsible for the overall management, supervision and administration of the Department of Economic and Social Affairs; advises the Secretary-General and provides him or her with information on issues falling within the competence of the Department; assists the Secretary-General in his or her system-wide coordination responsibilities through the provision of substantive support to the Administrative Committee on Coordination; serves as chairperson of the Executive Committee on Economic and Social Affairs; ensures substantive servicing of the Second and Third Committees of the General Assembly, the Economic and Social Council and relevant subsidiary bodies, and oversees the preparation and presentation of policy reports of the Secretary-General to such organs; represents the Secretary-General, as required, at meetings addressing issues within the purview of the Department.

Section 4

Office of the Under-Secretary-General

4.1 The Office of the Under-Secretary-General is headed by a Chief, who is accountable to the Under-Secretary-General.

4.2 The functions of the Office include:

(a) Assisting the Under-Secretary-General in the overall direction, supervision and management of the Department through the provision of support in the planning, coordination and assessment of the work programme of the Department, including programme aspects of the programme budget and programme monitoring and evaluation;

(b) Advising the Under-Secretary-General on issues and problems of departmental policy and management;

(c) Acting as a focal point for information on all aspects of the work of the Department and ensuring that such information is disseminated internally and projected externally, as appropriate;

(d) Consulting, negotiating and coordinating with other departments, offices, funds and programmes, as well as non-United Nations entities, on matters of common concern;

(e) Providing policy and substantive advice to the Executive Office and liaising with the various departmental teams or working groups established under the authority of the Under-Secretary-General.

Section 5

Assistant Secretaries-General

The Under-Secretary-General for Economic and Social Affairs, in the performance of his or her activities, is assisted by two Assistant Secretaries-General. The core functions of these officials are described in sections 6 and 7 below.

Section 6

Assistant Secretary-General for Policy Coordination and Inter-Agency Affairs

6.1 The Assistant Secretary-General for Policy Coordination and Inter-Agency Affairs is accountable to the Under-Secretary-General.

6.2 The functions of the Assistant Secretary-General include, inter alia:

(a) Assisting the Under-Secretary-General in the exercise of his or her overall responsibilities for the management and coordination of the Department's work;

(b) Providing senior substantive support to the Economic and Social Council, in particular with regard to the high-level and operational activities segment;

(c) Providing to intergovernmental bodies, in particular the General Assembly, its Second and Third Committees, and the Economic and Social Council, as well as to the Administrative Committee on Coordination and its relevant subsidiary machinery, senior substantive support with regard to system-wide issues of coordination, policy development and cooperation in the economic and social fields;

(d) Providing policy advice to the Under-Secretary-General on all issues related to technical cooperation and advisory services and ensuring the coordinated management of related activities, through:

(i) Ensuring compliance with and consistency in policies, rules and regulations guiding technical cooperation activities in the United Nations, in particular by serving as the convener of the Project Review Steering Committee of the Department which reviews, jointly with the substantive divisions, all project proposals for advisory services in order to determine their suitability for implementation by the Department and which is responsible for setting up interdivisional arrangements for executing activities requiring a multidisciplinary approach;

(ii) Assisting the Under-Secretary-General in the discharge of his or her responsibilities as a member of the United Nations Development Group and the Management Board of the United Nations Office for Project Services;

(iii) Coordinating the collaboration of the relevant divisions of the Department with United Nations funds and programmes in the elaboration of substantive guidelines in order to ensure their consistency with established policy instruments, as needed, and contributing to work related to the United Nations Development Assistance Framework;

(iv) Strengthening cooperation with the regional commissions, including through enhanced joint programming and other collaborative schemes, and the development of new methodologies to that end;

(v) Strengthening, at the national and regional levels, the implementation of the recommendations of the global conferences and bringing an interregional dimension to the Department's cooperation with the regional commissions, with a focus on the priority areas of Africa, the least developed countries and small island developing countries;

(vi) Managing and implementing the programme of associate experts, to make it fully supportive of the goals of the Department.

Section 7

Special Adviser to the Secretary-General on Gender Issues and Advancement of Women

7.1 The Special Adviser on Gender Issues and Advancement of Women is accountable to the Secretary-General.

7.2 The functions of the Special Adviser to the Secretary-General on Gender Issues and Advancement of Women include, inter alia:

(a) Facilitating, monitoring and advising on the overall policy goals of the Organization with regard to gender analysis and for mainstreaming a gender perspective into all activities of the United Nations; providing advocacy for gender issues and gender mainstreaming throughout the United Nations system, while offering advice and support to, and seeking the views of, senior managers on gender-related issues in their areas of responsibility;

(b) Advising the Secretary-General on gender issues in such a way that they can be fully integrated into the overall policy direction of the United Nations, while at the same time drawing attention to issues of particular concern to women globally so that they are given the required attention in the work of the Organization; representing the Secretary-General, as required, at meetings addressing gender issues and the advancement of women; assisting the Secretary-General to render the global Secretariat more sensitive to gender issues;

(c) Assisting in the design of policies and strategies to achieve targets set in the strategic plan of action for the improvement of the status of women in the Secretariat (1995-2000), especially with regard to higher level posts; supporting all heads of departments and offices in their efforts to achieve this goal and to monitor progress with Office of Human Resources Management.

Section 8

Office of the Special Adviser to the Secretary-General on Gender Issues and Advancement of Women

8.1 The Office of the Special Adviser to the Secretary-General on Gender Issues and Advancement of Women includes the focal point for women in the Secretariat and the United Nations system and other staff, who are under the supervision of the Special Adviser.

8.2 The core functions of the Office are as follows:

(a) Providing leadership in the mainstreaming of gender issues into all activities and programmes in the Secretariat and the United Nations system, including advocacy;

(b) Providing leadership to the Inter-Agency Committee on Women and Gender Equality;

(c) Monitoring progress made with regard to the strategic plan of action for the improvement of the status of women in the Secretariat (1995-2000);

(d) Providing secretariat services to the Steering Committee for the Improvement of the Status of Women in the Secretariat;

(e) Preparing reports for submission to the General Assembly and the Commission on the Status of Women and studies on issues related to the status of women in the Secretariat.

Section 9

Division for the Advancement of Women

9.1 The Division for the Advancement of Women is headed by the Special Adviser on Gender Issues and Advancement of Women who is accountable in this function to the Under-Secretary-General.

9.2 The core functions of the Division for the Advancement of Women are as follows:

(a) Advising the Special Adviser in his or her capacity as coordinator of gender issues;

(b) Providing effective support for the implementation of actions contained in the Beijing Declaration and the Platform for Action adopted by the Fourth World Conference on Women and of related recommendations of other global conferences, including the identification of emerging trends and of best practice;

(c) Preparing reports and other documentation and providing substantive services to the General Assembly, the Economic and Social Council and the

Commission on the Status of Women, including the planning and organization of expert group meetings and workshops related to the work of the Commission;

(d) Providing services to the Committee on the Elimination of Discrimination against Women and monitoring women's enjoyment of their human rights and whether violations of those rights are dealt with by all human rights mechanisms;

(e) Facilitating the mainstreaming of gender issues within relevant intergovernmental forums and policies and programmes of the organizations of the United Nations system, other intergovernmental organizations and Member States;

(f) Providing services to the Inter-Agency Committee on Women and Gender Equality and maintaining ongoing contact with its members in the implementation of the Committee's responsibilities;

(g) Providing gender advisory services to developing countries for the implementation of the actions contained in the Beijing Declaration and the Platform for Action and in the Convention on the Elimination of All Forms of Discrimination against Women, notably with regard to the full enjoyment by women of their human rights, the establishment of national machinery for the advancement of women and the increased role of women in leadership and public life, including in the civil service system, and of the rights contained in the Convention;

(h) Enhancing and strengthening linkages and partnerships with a network of non-governmental organizations, including the development of a database and substantive support to meetings of non-governmental organizations;

(i) Designing and maintaining with Governments and specialized constituencies a system of information related to the Platform for Action through various outreach activities, including the maintenance and expansion of an Internet space.

Section 10

Development Policy Analysis Division

10.1 The Development Policy Analysis Division is headed by a Director who is accountable to the Under-Secretary-General.

10.2 The core functions of the Division are as follows:

(a) Preparing reports of the Secretary-General to the General Assembly and the Economic and Social Council, including the World Economic and Social Survey;

(b) Providing substantive support to the Committee for Development Planning (or its successor arrangement);

(c) Assisting the Under-Secretary-General and, through him or her, the Secretary-General to reach policy positions on global economic issues by preparing analytical and information material;

(d) Analysing global economic trends, prospects and issues, focusing on emerging challenges for development;

(e) Monitoring and evaluating the performance and prospects of the world's economies, with particular emphasis on the economic interaction among countries and groups of countries and the consequences of national economic decisions and policy measures for other countries, notably the more disadvantaged among them;

(f) Providing substantive support to Project Link and assisting national modelling centres, notably in developing countries, in participating effectively in the Project;

(g) Developing estimates and forecasts of current and future economic variables;

(h) Examining long-term global economic perspectives;

(i) Maintaining and developing substantive cooperation with the secretariats of the World Bank, the International Monetary Fund and the World Trade Organization and with academic and similar institutions, particularly in developing countries.

Section 11

Division for Economic and Social Council Support and Coordination

11.1 The Division for Economic and Social Council Support and Coordination is headed by a Director who is accountable to the Under-Secretary-General.

11.2 The core functions of the Division are as follows:

(a) Assisting the Economic and Social Council as its substantive secretariat in its role of providing overall guidance, monitoring and coordination of the United Nations development system;

(b) Providing substantive support to the Council through policy coordination and development and the preparation of relevant policy reports of the Secretary-General, and preparing the annual report of the Economic and Social Council to the General Assembly;

(c) Assisting the Council in the promotion of an integrated and coordinated follow-up to and implementation of the decisions of major United Nations conferences by working closely with the substantive secretariats of the Council's subsidiary machinery to promote complementarity of actions, fill gaps and avoid overlap;

(d) Promoting the system-wide implementation of intergovernmental policies on operational activities for development through the Administrative Committee on Coordination and the United Nations Development Group;

(e) Promoting greater interaction between the Council and the Administrative Committee on Coordination and its subsidiary machinery;

(f) Supporting the Council in its oversight role over its subsidiary bodies (the functional commissions and the executive boards of the funds and programmes), including through the harmonization of their work programmes and agendas;

(g) Supporting the Council in ensuring the systematic follow-up and monitoring of the Council's resolutions, decisions and conclusions;

(h) Providing substantive support for the follow-up to the Agenda for Development and the intergovernmental process on the restructuring and revitalization of the United Nations in the economic, social and related fields;

(i) Supporting system-wide programme coordination by providing substantive and technical secretariat support for the Administrative Committee on Coordination and relevant parts of its subsidiary machinery; promoting greater coherence, complementarity of action and flexibility of response by the system in priority areas on emerging issues facing the international community by the development of system-wide policy responses and options for consideration by the Administrative Committee on Coordination, and by the promotion of more systematic follow-up to and monitoring of the implementation of the decisions and conclusions of the Administrative Committee on Coordination;

(j) Promoting the continuous exchange of information and consultations throughout the United Nations system, and preparing thematic analyses of programmes and plans requested by central intergovernmental bodies;

(k) Providing support for engaging civil society in the development work of the Organization, in particular through the development of closer linkages with non-governmental organizations in consultative status with the Economic and Social Council;

(l) Providing substantive secretariat support for the Executive Committee on Economic and Social Affairs convened by the Under-Secretary-General for Economic and Social Affairs;

(m) Coordinating, as appropriate, the preparation of studies on relevant articles of the Charter of the United Nations for the Repertory of Practice of United Nations Organs.

Section 12

Office of the Special Coordinator for Africa and the Least Developed Countries

12.1 The Office of the Special Coordinator for Africa and the Least Developed Countries is headed by a Director who is accountable to the Under-Secretary-General.

12.2 The core functions of the Office are as follows:

(a) Supporting the advocacy role of the Secretary-General for African development and the development of the least developed countries, especially:

(i) In the promotion and harmonization of various bilateral and multilateral initiatives, including the United Nations New Agenda for the Development of Africa in the 1990s, and the Programme of Action for the Least Developed Countries for the 1990s;

(ii) In the follow-up to global issues of particular importance to Africa and the least developed countries, such as external debt, resource flows and external trade;

(b) Supporting the role of the Secretary-General in the coordination of the activities of the United Nations system in Africa, including activities in the framework of system-wide programmes for the implementation of the New Agenda, such as the United Nations System-wide Special Initiative on Africa, and in liaising with the Organization of African Unity within the framework of the implementation of the Abuja Treaty establishing the African Economic Community, and with African and non-African non-governmental organizations;

(c) Coordinating, within the Department and on behalf of the Under-Secretary-General, activities specific to African development and the development of the least developed countries, including in the context of the United Nations System-wide Special Initiative on Africa;

(d) Providing substantive support to intergovernmental bodies, including the General Assembly, the Economic and Social Council and the Committee for Programme and Coordination in their deliberations on issues related to Africa and the least developed countries;

(e) Promoting South-South cooperation in the framework of a new global partnership involving African, other developing countries and developed countries through the exchange of experiences;

(f) Promoting catalytic activities in specific areas of particular relevance to African development.

Section 13

Population Division

13.1 The Population Division is headed by a Director who is accountable to the Under-Secretary-General.

13.2 The core functions of the Division are as follows:

(a) Providing accurate and timely data, information and analyses of population trends and policies; identifying new and emerging issues, and initiating studies thereof, in support of the Commission on Population and

Development, the Economic and Social Council and the General Assembly, other intergovernmental bodies and the international community;

(b) Serving as substantive secretariat to the Commission on Population and Development, including the monitoring and review and appraisal of the implementation of the Programme of Action of the International Conference on Population and Development;

(c) Promoting coordination among United Nations entities in the field of population and contributing to the activities of the United Nations system on issues related to population;

(d) Preparing the official United Nations population estimates and projections which serve as the standard figures on population for use throughout the United Nations system;

(e) Taking the lead in the development and maintenance of population information systems and networks;

(f) Providing advisory services to assist Governments in improving their institutional and technical capabilities for the analysis of population data and related information, the formulation of national policies and the implementation and evaluation of programmes;

(g) Preparing reports of the Secretary-General for submission to the Commission on Population and Development, the Economic and Social Council and the General Assembly;

(h) Preparing analytical reports, in-depth studies, background papers, briefing notes and talking points on population-related issues before the international community for the Secretary-General and his senior officials;

(i) Maintaining contacts with non-governmental organizations and academic institutions throughout the world; organizing working groups, meetings of experts, and symposia on population issues; and participating in seminars and professional meetings relating to the mandate of the Division.

Section 14

Public Economics and Public Administration Division

14.1 The Public Economics and Public Administration Division is headed by a Director who is accountable to the Under-Secretary-General.

14.2 The core functions of the Division are as follows:

(a) Assisting the international community in its policy deliberations for the development and promotion of global approaches to critical aspects of public economics, public administration and public finance in the development process, with a view to effectively integrating them into national and international development strategies;

(b) Providing Member States with information and policy-oriented analysis on the role of the State and market mechanisms in national efforts to further economic growth and increase efficiency and distributional equity;

(c) Responding to requests from Governments and intergovernmental bodies for information, methodologies, assessments and policy proposals regarding the linkages between political and economic issues and policies; preparing reports for the General Assembly and the Security Council, as required, on the economic and social impact of United Nations-imposed sanctions, the imposition of coercive economic measures, the implications of the peace-development link and selected aspects of post-conflict rehabilitation and reconstruction;

(d) Providing assistance to the Governments of developing countries and countries with economies in transition on key issues and emerging trends in public administration for development, in order to facilitate, through the exchange of knowledge and experience, their efforts to improve the efficiency of public institutions and administrative procedures;

(e) Providing substantive and technical support to the Meeting of Experts on the United Nations Programme in Public Administration and Finance;

(f) Providing a clearing house for information and experiences in the field of public administration for development;

(g) Providing support, within the context of national needs and priorities, to efforts by Governments to establish and promote rational management of tax systems and financial administration, including substantive and technical support to the Ad Hoc Group of Experts on International Cooperation in Tax Matters;

(h) Expanding cooperation with relevant organizations and institutions inside and outside the United Nations system, including non-governmental organizations, in the areas of the Division's responsibilities.

Section 15

Social Policy and Development Division

15.1 The Social Policy and Development Division is headed by a Director who is accountable to the Under-Secretary-General.

15.2 The core functions of the Division are as follows:

(a) Monitoring national and global social trends through the collection, collation, analysis and interpretation of quantitative and qualitative data;

(b) Assessing the implications of these trends for societies and the world, and for social, economic and political strategy and policy, particularly of new issues which might require a policy response;

(c) Developing policies and programmes aimed at contributing towards the goals and objectives agreed to at the World Summit for Social Development,

including the eradication of poverty, promotion of full employment and strengthening of social integration;

(d) Evaluating the effectiveness of public policy interventions aimed at social goals;

(e) Facilitating the negotiation of agreed positions, resolutions, international standards and norms through the Commission for Social Development, the Economic and Social Council, the General Assembly or other intergovernmental forums, notably the special session of the General Assembly in 2000;

(f) Supporting and facilitating United Nations system-wide cooperation and programme coordination on social issues;

(g) Promoting the exchange of information and ideas by the facilitation of dialogue among Governments about goals, strategies, policies and programmes, and encouraging such dialogue between Governments and civil society;

(h) Advocating recognition of special needs, such as those of the poor or unemployed, and of groups requiring specific support, such as the disabled, older persons, youth, indigenous people and ethnic minorities;

(i) Providing advisory services to Governments on request about social policies and programmes aimed at contributing to development.

Section 16

Division for Sustainable Development

16.1 The Division for Sustainable Development is headed by a Director who is accountable to the Under-Secretary-General.

16.2 The core functions of the Division are as follows:

(a) Providing the substantive secretariat for the Commission on Sustainable Development and its ad hoc intersessional working groups, the Intergovernmental Forum on Forests, the Committee on New and Renewable Sources of Energy and on Energy for Development and the Committee on Natural Resources;

(b) Monitoring the implementation of Agenda 21, the Rio Declaration on Environment and Development, the Programme for the Further Implementation of Agenda 21, the Programme of Action for the Sustainable Development of Small Island Developing States, and related agreements in the area of sustainable development;

(c) Elaborating policy recommendations, based on analytical work, aimed at enhancing the understanding and implementation of sustainable development, with its social, economic and environmental components;

(d) Facilitating the exchange of experiences in the area of sustainable development through various means, including expert meetings, workshops and electronic networks;

(e) Analysing information submitted by Governments and relevant organizations on their activities to implement Agenda 21 and preparing reports, country summaries and directories of national sustainable development, including by maintaining and updating the system-wide sustainable development Web site for national information on sustainable development;

(f) Strengthening coordinated approaches to sustainable development within the United Nations system through the Inter-Agency Committee on Sustainable Development and its task managers, as well as the Inter-Agency Task Force on Forests;

(g) Promoting a dialogue and partnership for sustainable development with the major groups, including business and labour organizations, the scientific community and non-governmental organizations;

(h) Providing advisory services at the national and regional levels, including through training workshops, to promote sustainable development and strengthen relevant institutional capacities at the national level.

16.3 In discharging its core functions, the Division addresses matters related to: poverty, changing consumption and production patterns, technology and finance related to sustainable development; national and international institutions for sustainable development, legal aspects of sustainable development, information for decision-making, including indicators, major groups and other cross-sectoral issues of Agenda 21; sustainable management of natural resources (water, oceans, land, biodiversity) and minerals; energy and transport (including their relationship to atmosphere and climate change); and sustainable management of all types of forests.

Section 17

Statistics Division

17.1 The Statistics Division is headed by a Director who is accountable to the Under-Secretary-General.

17.2 The core functions of the Division are as follows:

(a) Initiation and promotion of a coordinated system of international statistical programmes and activities by establishing international comparability of statistics through the standardization of statistical methods, classifications and definitions;

(b) Conducting methodological studies in the fields of statistics;

(c) Collecting, processing, evaluating and disseminating international statistics;

(d) Providing professional advisory services to build national capacity in statistics and to encourage intraregional dialogue and networks;

(e) Providing secretariat services to the Statistical Commission;

(f) Providing reports on statistical matters to the General Assembly and other United Nations conferences and meetings.

Section 18

Information Support Unit

18.1 The Information Support Unit is headed by a Chief who is accountable to the Under-Secretary-General.

18.2 The core functions of the Unit are as follows:

(a) Providing global electronic information dissemination on behalf of the Department's substantive organizational units;

(b) Providing office automation and local area network administration services to other units of the Department;

(c) Providing database design and development;

(d) Providing electronic research facilities;

(e) Facilitating the coordinated planning and processing of the Department's publications programme.

Section 19

Executive and Administrative Office

19.1 The Executive and Administrative Office is headed by an Executive Officer who is accountable to the Under-Secretary-General.

19.2 The core functions of the Executive and Administrative Office include those set out in section 7 of ST/SGB/1997/5, and encompass the provision of personnel, financial, resource planning and general administrative services to the organizational units of the Department for both the regular budget and extrabudgetary resources made available to the Department, including substantive trust funds and funds for technical cooperation activities.

Section 20

Final provisions

20.1 The present bulletin shall enter into force on 15 September 1997.

20.2 Secretary-General's bulletin of 18 July 1996, entitled "Functions and organization of the Department for Policy Coordination and Sustainable Development (ST/SGB/Organization, section DPCSD)", and Secretary-General's bulletin of 6 June 1996, entitled "Functions and organization of the Department for Economic and Social Information and Policy Analysis (ST/SGB/Organization, section DESIPA)", are hereby abolished.

(Signed) Kofi A. ANNAN
Secretary-General

UNITED NATIONS **ST**

Secretariat

ST/SGB/1997/10
15 September 1997

SECRETARY-GENERAL'S BULLETIN

ORGANIZATION OF THE OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR HUMAN RIGHTS

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Office of the United Nations High Commissioner for Human Rights,[1] promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

[1] The mandate of the Office of the United Nations High Commissioner for Human Rights derives from Articles 1, 13 and 55 of the Charter of the United Nations, the Vienna Declaration and Programme of Action, adopted by the World Conference on Human Rights, held at Vienna from 14 to 25 June 1993, and subsequently endorsed by the General Assembly in its resolution 48/121 of 20 December 1993, and Assembly resolution 48/141, also of 20 December 1993, by which the Assembly established the post of United Nations High Commissioner for Human Rights. In connection with the programme for reform of the United Nations (A/51/950, para. 79), the Office of the United Nations High Commissioner for Human Rights and the Centre for Human Rights are now being consolidated into a single Office of the United Nations High Commissioner for Human Rights.

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Section 2

Functions and organization

2.1 The Office of the United Nations High Commissioner for Human Rights:

(a) Promotes universal enjoyment of all human rights by giving practical effect to the will and resolve of the world community as expressed by the United Nations;

(b) Plays the leading role on human rights issues and emphasizes the importance of human rights at the international and national levels;

(c) Promotes international cooperation for human rights;

(d) Stimulates and coordinates action for human rights throughout the United Nations system;

(e) Promotes universal ratification and implementation of international standards;

(f) Assists in the development of new norms;

(g) Supports human rights organs and treaty monitoring bodies;

(h) Responds to serious violations of human rights;

(i) Undertakes preventive human rights action;

(j) Promotes the establishment of national human rights infrastructures;

(k) Undertakes human rights field activities and operations;

(l) Provides education, information advisory services and technical assistance in the field of human rights.

2.2 The Office of the United Nations High Commissioner for Human Rights is divided into organizational units, as described in the present bulletin.

2.3 The Office of the United Nations High Commissioner for Human Rights is headed by a High Commissioner with the rank of Under-Secretary-General. The High Commissioner and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

United Nations High Commissioner for Human Rights (Under-Secretary-General)

3.1 The United Nations High Commissioner for Human Rights is accountable to the Secretary-General.

3.2 The High Commissioner is responsible for all the activities of the Office of the United Nations High Commissioner for Human Rights, as well as for its administration, and carries out the functions specifically assigned to him or her by the General Assembly in its resolution 48/141 of 20 December 1993 and subsequent resolutions of policy-making bodies; advises the Secretary-General on the policies of the United Nations in the area of human rights; ensures that substantive and administrative support is given to the projects, activities, organs and bodies of the human rights programme; represents the Secretary-General at meetings of human rights organs and at other human rights events; and carries out special assignments as decided by the Secretary-General.

Section 4

Deputy to the United Nations High Commissioner for Human Rights (Assistant Secretary-General)

4.1 The United Nations High Commissioner for Human Rights, in the performance of his or her activities, is assisted by a Deputy to the High Commissioner who acts as Officer-in-Charge during the absence of the High Commissioner. In addition, the Deputy to the High Commissioner carries out specific substantive and administrative assignments as decided by the High Commissioner.

4.2 The Deputy is accountable to the High Commissioner.

Section 5

Staff Office of the United Nations High Commissioner for Human Rights

5.1 The Staff Office of the United Nations High Commissioner for Human Rights is headed by a Chief who is accountable to the High Commissioner.

5.2 The core functions of the Staff Office of the United Nations High Commissioner for Human Rights are as follows:

(a) Assisting the High Commissioner in the overall direction and supervision of the activities of the human rights programme;

(b) Assisting the High Commissioner in the formulation, communication, implementation and evaluation of policies, practices and activities for the promotion and protection of human rights;

(c) Assisting the High Commissioner in maintaining relations with Governments, other United Nations agencies and entities, international organizations, regional and national institutions, non-governmental organizations, the private sector and academia;

(d) Assisting the High Commissioner in maintaining liaison on policy matters with the Executive Office of the Secretary-General and other relevant offices at Headquarters, as well as with the spokespersons of the Secretary-General at New York and Geneva and the media;

(e) Carrying out fund-raising functions and special projects as assigned by the High Commissioner;

(f) Assisting the High Commissioner in developing and maintaining a framework for the management and planning of the activities of the human rights programme and facilitating the development of the overall work programme, and in preparing annual management reports on activities and achievements;

(g) Representing the High Commissioner at meetings and making statements on his or her behalf.

Section 6

Administrative Section

6.1 The Administrative Section is headed by a Chief who is accountable to the High Commissioner.

6.2 The core functions of the Administrative Section, in addition to those set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5, are as follows:

(a) Advising the High Commissioner on the budgetary, financial and personnel matters relating to the human rights programme;

(b) Assisting the High Commissioner and appropriate staff in the discharge of their financial, personnel and general administrative responsibilities and administering the associate expert and internship programmes.

Section 7

New York Office

7.1 The New York Office is headed by a Director who is accountable to the High Commissioner.

7.2 The core functions of the New York Office are as follows:

(a) Representing the High Commissioner at Headquarters, at meetings of policy-making bodies, with permanent missions of Member States, at

interdepartmental and inter-agency meetings, with non-governmental organizations and professional groups, at academic conferences and with the media;

(b) Providing policy advice and recommendations on substantive matters to the High Commissioner;

(c) Supplying information and advice on human rights to the Executive Office of the Secretary-General;

(d) Providing substantive support on human rights issues to the General Assembly, the Economic and Social Council and other policy-making bodies established in New York;

(e) Providing materials and information to the permanent missions, United Nations departments, agencies and programmes, non-governmental organizations, the media and others regarding the human rights programme;

(f) Providing support to the High Commissioner and other officials, and to special rapporteurs and representatives when on mission in New York;

(g) Undertaking other specific assignments as decided by the High Commissioner.

Section 8

Research and Right to Development Branch

8.1 The Research and Right to Development Branch is headed by a Chief who is accountable to the High Commissioner.

8.2 The core functions of the Research and Right to Development Branch are as follows:

(a) Promoting and protecting the right to development, in particular by:

(i) Supporting intergovernmental groups of experts on the preparation of the strategy for the right to development;

(ii) Assisting in the analysis of the voluntary reports by States to the High Commissioner on the progress and steps taken for the realization of the right to development and on obstacles encountered;

(iii) Carrying out research projects on the right to development and preparing substantive outputs for submission to the General Assembly, the Commission on Human Rights and treaty bodies;

(iv) Assisting in the substantive preparation of advisory service projects and educational material on the right to development;

(v) Providing substantive analysis and support to the High Commissioner in his or her mandate to enhance system-wide support for the right to development;

(b) Carrying out substantive research projects on the whole range of human rights issues of interest to United Nations human rights bodies in accordance with the priorities established by the Vienna Declaration and Programme of Action and resolutions of policy-making bodies;

(c) Providing substantive services to human rights organs engaged in standard-setting activities;

(d) Preparing documents, reports or draft reports, summaries and synthesis and position papers in response to particular requests, as well as substantive contributions to information materials and publications;

(e) Providing policy analysis, advice and guidance on substantive procedures;

(f) Managing the information services of the human rights programme, including the documentation centre and library, enquiry services and the human rights databases;

(g) Preparing studies on relevant articles of the Charter of the United Nations for the Repertory of Practice of United Nations Organs.

Section 9

Support Services Branch

9.1 The Support Services Branch is headed by a Chief who is accountable to the High Commissioner.

9.2 The core functions of the Support Services Branch are as follows:

(a) Planning, preparing and servicing sessions/meetings of the Commission on Human Rights, the Subcommission on Prevention of Discrimination and Protection of Minorities and related working groups and of the committees established by human rights treaty bodies and their working groups;

(b) Ensuring that substantive support is provided in a timely manner to the human rights treaty body concerned, drawing on the appropriate resources of the human rights programme;

(c) Preparing state party reports for review by the treaty body concerned and following up on decisions and recommendations;

(d) Preparing or coordinating the preparation and submission of all substantive and other documents and the support from other management units to the activities of treaty bodies serviced, and following up on decisions taken at meetings of those bodies;

(e) Planning, preparing and servicing sessions of boards of trustees of the following voluntary funds: United Nations Voluntary Fund for Victims of Torture, United Nations Voluntary Fund on Contemporary Forms of Slavery, United Nations Voluntary Fund for Indigenous Populations and United Nations Voluntary Fund for the International Decade of the World's Indigenous People, and implementing relevant decisions;

(f) Processing communications submitted to treaty bodies under optional procedures and communications under the procedures established by the Economic and Social Council in its resolution 1503 (XLVIII) of 27 May 1970 and ensuring follow-up.

Section 10

Activities and Programmes Branch

10.1 The Activities and Programmes Branch is headed by a Chief who is accountable to the High Commissioner.

10.2 The core functions of the Activities and Programmes Branch are as follows:

(a) Developing, implementing, monitoring and evaluating advisory services and technical assistance projects at the request of Governments;

(b) Managing the Voluntary Fund for Technical Cooperation in the Field of Human Rights;

(c) Implementing the Plan of Action of the United Nations Decade for Human Rights Education, including the development of information and educational materials;

(d) Providing substantive and administrative support to human rights fact-finding and investigatory mechanisms, such as special rapporteurs, representatives and experts and working groups mandated by the Commission on Human Rights and/or the Economic and Social Council to deal with specific country situations or phenomena of human rights violations worldwide, as well as the General Assembly's Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories;

(e) Planning, supporting and evaluating human rights field presences and missions, including the formulation and development of best practice, procedural methodology and models for all human rights activities in the field;

(f) Managing voluntary funds for human rights field presences.

Section 11

Final provisions

11.1 The present bulletin shall enter into force on 15 September 1997.

11.2 Secretary-General's bulletin of 21 July 1993, entitled "Centre for Human Rights" (ST/SGB/Organization, Section CHR), is hereby abolished.

(Signed) Kofi A. ANNAN
Secretary-General

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Secretariat

ST/SGB/1997/11
15 September 1997

SECRETARY-GENERAL'S BULLETIN

ORGANIZATION OF THE DEPARTMENT OF MANAGEMENT

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Department of Management, promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2

Functions and organization

2.1 The Department of Management provides strategic policy guidance and support to all entities of the Secretariat in three broad management areas, namely finance, human resources and support services. The functions and organization of the Offices of Programme Planning, Budget and Accounts, Human Resources Management and Central Support Services responsible for these areas are described in separate Secretary-General's bulletins.

2.2 The Department is headed by the Under-Secretary-General for Management supported by the Management Policy Committee, which is a strategic policy team, comprising the three Assistant Secretaries-General of the offices mentioned in section 2.1.

2.3 The Under-Secretary-General and the Assistant Secretaries-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions

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applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

Under-Secretary-General for Management

3.1 The Under-Secretary-General for Management is accountable to the Secretary-General.

3.2 The Under-Secretary-General for Management provides policy guidance, coordination and direction for the preparation of the medium-term plan and the biennial budgets.

3.3 The Under-Secretary-General for Management in cooperation with the Management Policy Committee provides policy guidance, coordination and direction on management reform issues to programme managers of the Secretariat.

3.4 The Under-Secretary-General represents the Secretary-General, or ensures his representation, on matters relating to management in relation to governing bodies, agencies in the common system and administrative advisory bodies; monitors emerging management issues throughout the Secretariat by interacting with the Executive Committees; and has the overall supervision of the internal system of the administration of justice in the Secretariat.

Section 4

Office of the Under-Secretary-General

4.1 The Office of the Under-Secretary-General is headed by a Chief who is accountable to the Under-Secretary-General.

4.2 The core functions of the Office in support of the Under-Secretary-General are as follows:

(a) Advising on departmental policies and guidelines, dealing with specific policy and management issues/problems;

(b) Acting as a focal point for information and integration of all aspects of the work of the Department;

(c) Developing positions and options on managerial issues;

(d) Ensuring the earliest possible issuance of periodic and ad hoc reports to Member States on the financial situation of the Organization;

(e) Coordinating interdepartmental activities, including necessary follow-up;

(f) Consulting, negotiating and coordinating with other departments, offices, funds and programmes on matters of mutual concern;

(g) Establishing administrative policies, procedures and machinery for the efficient and effective functioning of the internal justice system;

(h) Providing legal advice on the disposition of appeals, staff grievances and disciplinary matters and on the implementation of judgements of the United Nations Administrative Tribunal.

Section 5

Contributions Service

5.1 The Contributions Service is headed by a Chief who is accountable to the Under-Secretary-General through the Chief of the Office of the Under-Secretary-General.

5.2 The core functions of the Service are as follows:

(a) Facilitating, through the provision of technical services, the work of the Committee on Contributions and other bodies on questions related to contributions; and provision of support to pledging conferences for various United Nations activities;

(b) Notifying Member States regarding all of their assessments and improving the timeliness of receipt of assessed and voluntary contributions;

(c) Improving the capacity to monitor and forecast the Organization's cash flow and to develop strategies to deal with anticipated problems in that regard.

Section 6

Treasury

6.1 The Treasury is headed by a Chief who is accountable to the Under-Secretary-General through the Chief of the Office of the Under-Secretary-General.

6.2 The core functions of the Treasury are as follows:

(a) Ensuring the timely receipt and safe custody of cash resources;

(b) Increasing the earnings potential of funds under management;

(c) Improving the payment systems in order to streamline processing, reduce costs and enhance security;

(d) Enhancing control mechanisms that protect the payment systems, bank account balances and investments of the Organization;

(e) Ensuring that cash concentration benefits are achieved.

Section 7

Oversight Support Unit

7.1 The Oversight Support Unit is headed by a Chief who is accountable to the Under-Secretary-General through the Chief of the Office of the Under-Secretary-General.

7.2 The core functions of the Unit are as follows:

(a) Improving and strengthening financial management and internal control;

(b) Maintaining close liaison and follow-up with the Board of Auditors, the Office of Internal Oversight Services and the Joint Inspection Unit in order to ensure that remedial action is taken whenever and wherever required.

Section 8

Executive Office

8.1 The Executive Office is headed by an Executive Officer who is accountable to the Under-Secretary-General through the Chief of the Office of the Under-Secretary-General.

8.2 The core functions of the Office are set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5.

Section 9

Secretariats of the Joint Appeals Board, the Joint Disciplinary Committee, the Panel on Discrimination and Other Grievances and the Panel of Counsel

9.1 The secretariats of the Joint Appeals Board, the Joint Disciplinary Committee, the Panel on Discrimination and Other Grievances, and the Panel of Counsel are each headed by a secretary or coordinator, accountable to the Under-Secretary-General regarding the operational aspects of their functions; they act independently regarding the substance of their work.

9.2 The functions of the secretariats are to provide substantive and technical servicing, including assistance in processing appeals, conducting investigations, providing legal and procedural advice and legal and administrative research.

Section 10

Secretariat of the Fifth Committee and of the Committee for Programme and Coordination

10.1 The Secretariat of the Fifth Committee of the General Assembly and of the Committee for Programme and Coordination is headed by a Secretary who is accountable to the Under-Secretary-General.

10.2 The Secretariat facilitates the work of the Fifth Committee and of the Committee for Programme and Coordination through the provision of technical services.

Section 11

Management Policy Office

11.1 The Management Policy Office is headed by a Director who is accountable to the Under-Secretary-General.

11.2 The Management Policy Office supports the Management Policy Committee and provides integrated policy analysis and advice on all management issues, including assuring that financial, human resources, technology and common services policies are addressed.

Section 12

Management Reform Unit

12.1 The Management Reform Unit is headed by a Chief who is accountable to the Director of the Management Policy Office.

12.2 The core functions of the Unit are as follows:

(a) Providing policy advice on all management issues, including finance, human resources and support services issues and providing the Management Policy Committee with support in establishing effective communications and consultations with Member States on management issues;

(b) Providing ongoing policy advice on opportunities for implementing managerial reforms and achieving higher levels of performance;

(c) Leading a programme of simplification of administrative processes, rules and procedures aimed at reducing the burden of administration and increasing the speed, accountability, transparency and responsiveness of processes;

(d) Assuring that the Organization has managerial policies in place that reflect best managerial practices in the public sector;

(e) Identifying and monitoring high-risk management areas and promoting the development of preventive actions to address them and disseminating the management policy of the Organization as determined by the Secretary-General or the intergovernmental machinery.

Section 13

Management Reporting Unit

13.1 The Management Reporting Unit is headed by a Chief who is accountable to the Director of the Management Policy Office.

13.2 The core functions of the Unit are as follows:

(a) Providing guidance for the effective planning and evaluation of all programmes;

(b) Developing a management reporting and monitoring system;

(c) Providing support to the Management Policy Committee in establishing a new culture of transparency and accountability in relations with the General Assembly and in instituting an effective periodic reporting system for each of the programmes;

(d) Establishing and maintaining a new six-month planning and evaluation capacity so that the Secretary-General and through him the Senior Management Group and the intergovernmental machinery will receive from programme managers consistent and high-quality output plans and analytical performance reporting that will allow transparent assessment of performance and accountability.

Section 14

Final provisions

14.1 The present bulletin shall enter into force on 15 September 1997.

14.2 Secretary-General's bulletin ST/SGB/Organization, Section P and Corr.1, is hereby abolished.

(Signed) Kofi A. ANNAN
Secretary-General

UNITED
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Secretariat

ST/SGB/1997/12
13 October 1997

SECRETARY-GENERAL'S BULLETIN

STAFF-MANAGEMENT COORDINATION COMMITTEE*

Pursuant to staff regulation 8.2, the Secretary-General promulgates the following, based on recommendations made by the Staff-Management Coordination Committee at its twentieth and twenty-first sessions:

TERMS OF REFERENCE

Section 1

Purposes

1.1 In accordance with staff rule 108.2, the Staff-Management Coordination Committee (SMCC) is the joint staff-management machinery at the Secretariat level and thus the Secretariat-wide mechanism for negotiation between staff representatives and the administration. Its role is to identify, examine and resolve issues relating to staff welfare, including conditions of employment and of work, general conditions of life and other personnel policies, as provided for in staff regulation 8.1 (a). To this end, SMCC shall endeavour to reach agreement on recommendations to the Secretary-General on changes in policies and procedures regarding Secretariat-wide issues concerning staff-management relations and general questions of staff welfare, and monitor the implementation of agreements reached.

1.2 It is recognized that agreements can be reached only on matters for which the Secretary-General is the ultimate authority in accordance with the Charter of the United Nations and established practice. On issues of Secretariat-wide importance that cannot be decided by the Secretary-General without reference to intergovernmental or similar bodies, SMCC will provide advice and make recommendations to the Secretary-General for submission to such bodies.

* Personnel Manual index No. 8040.

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Section 2

Relationship with local joint advisory committees

2.1 SMCC, in exceptional circumstances, may discuss issues of clearly local importance that may arise where no adequate solution can be found at a given duty station so that representatives of both administration and staff from the duty station concerned may have the opportunity to draw the attention of SMCC to such cases.

2.2 The existence of Secretariat-wide machinery does not preclude the consideration by local joint advisory committees of concerns which have Secretariat-wide implications, it being understood that such issues will be referred to SMCC for recommendation on a Secretariat-wide basis.

Section 3

Members and other participants

3.1 SMCC shall consist of 19 members, as follows:

(a) One member designated by the staff representative bodies at each of the following locations: Addis Ababa, Bangkok, Beirut, Geneva, Jerusalem, Nairobi (this membership shall be on a rotational basis agreed between the United Nations Centre for Human Settlements (Habitat) (UNCHS) and the United Nations Environment Programme (UNEP)), New York, Santiago and Vienna. Each member may be accompanied by an alternate. In the case of Nairobi, the alternate shall be from the organ not entitled to send a member to a particular session;

(b) Nine members at an appropriately high level representing the administration, with due regard to the need for representation from the various duty stations. Each member may be accompanied by an alternate;

(c) A President selected in accordance with staff rule 108.2 (b), to serve for one year. A member nominated by members representing the staff would serve as Vice-President for one year.

3.2 Duly designated representatives of organizations/organs of the United Nations system whose staff are directly affected by SMCC recommendations shall be granted the status of associate members upon request.

3.3 Other participants in SMCC are the following:

(a) The Office of Legal Affairs, after consultation with the President of SMCC, shall designate a legal adviser to SMCC, who shall participate in a consultative capacity;

(b) SMCC may invite other staff members to participate in its work in an advisory capacity;

(c) Up to three staff members from the duty station where the session is held may be permitted to attend in an observer capacity;

(d) Staff and management, respectively, may bring up to two advisers to SMCC meetings.

Section 4

Funding arrangements

4. The travel and subsistence expenses of the members and of four alternates shall be borne by the United Nations.

Section 5

Secretariat

5. A Secretary shall be designated by the Secretary-General, after consultation with the President of SMCC, in accordance with staff rule 108.2 (e). Services shall be provided as necessary for the proper functioning of SMCC.

Section 6

Role of the President

6. The President shall have the following functions:

(a) To convene SMCC meetings;

(b) To submit SMCC reports to the Secretary-General and to take the necessary follow-up action;

(c) To forward the Secretary-General's decisions on the Committee's recommendations to SMCC members, alternates and associate members;

(d) To supervise the Secretary in receiving, preparing and circulating documents to members, alternates and associate members between sessions.

Section 7

Procedures and meetings

7.1 SMCC shall establish its own procedures.

7.2 SMCC shall hold annual meetings, which shall alternate between New York and other duty stations. The following shall apply to these meetings:

(a) Meetings shall normally be scheduled from Thursday of any one week to Wednesday of the following week;

(b) Normally, Monday to Wednesday of the first week and Thursday and Friday of the second week shall be reserved for consultations among staff representatives;

(c) A contact group shall be established to:

(i) Hold, whenever possible and on the last day of the pre-SMCC period, informal consultations on the SMCC agenda, the programme of work, and the establishment of working groups;

(ii) Ascertain, after the closure of SMCC, that modifications to the draft report, as approved by the SMCC plenary meeting, are reflected in the final report.

7.3 Special sessions of SMCC or its subsidiary bodies may be convened as and when necessary.

7.4 On matters of urgency arising between sessions, the President shall consult the other members by the most expeditious means.

Section 8

Agenda and documentation for sessions

8.1 SMCC shall establish its programme of work, which shall serve as the basis for a provisional agenda for the next session and shall arrange for appropriate documentation to be prepared for each agenda item. The provisional agenda and all other working documents shall be circulated to all members, alternates and associate members at least three weeks in advance of a session.

8.2 All documents distributed to members, alternates and associate members of SMCC shall also be sent to all chairpersons of local joint advisory committees or similar bodies at any duty station or separately administered organ of the Secretariat, to the chairpersons or presidents of the staff representative bodies and to all heads of administration.

8.3 The agenda must include specific items on: (a) follow-up to previous SMCC meetings; (b) review of work done in local joint staff-management machinery that falls within the mandate of SMCC; (c) agenda of the next SMCC meeting; and (d) adoption of the report.

Section 9

Reports

9. SMCC shall report to the Secretary-General. Its reports, as approved by the Secretary-General, shall be distributed to all executive heads of separately administered organs of the Secretariat, to all chairpersons of local joint advisory committees or similar bodies at any duty station or in any separately administered organ, to the chairpersons or presidents of staff representative bodies and to all heads of administration.

Section 10

Implementation, monitoring and follow-up

10. A focal point for staff-management relations shall be designated in the Office of the Assistant Secretary-General for Human Resources Management to ensure, together with the Secretary of SMCC, that recommendations are acted upon in a timely manner and concurrently at all duty stations. Local joint advisory committees shall review and monitor the implementation at their duty station of decisions based on SMCC recommendations and shall submit a report on those matters to the Secretary of SMCC three months prior to the next SMCC meeting. Issues which cannot be resolved at the local level shall be brought to the attention of the focal point for staff-management relations and the Secretary of SMCC and then, if not resolved, to the attention of the President of SMCC.

Section 11

Final provisions

11.1 The present bulletin shall enter into force on 15 October 1997.

11.2 Secretary-General's bulletin of 4 April 1991, entitled "Staff-Management Coordination Committee" (ST/SGB/176/Rev.2), is hereby abolished.

(Signed) Kofi A. ANNAN
Secretary-General